

**Village Board
Meeting 5:00 p.m.
December 3, 2019**

Present: Mayor Lee, Trustees Zabelny, Fowler, Speer, Gates
Village Manager/Clerk Shari Pearce
Treasurer Maryalice Edwards
DPW Superintendent Mike McHenry
Code Enforcement Officer Mike Lissow
Deputy Clerk, Amy Harter

Tom Venniro, Linda Viney, Neil Hauser, Denise O'Toole, Mike O'Toole,
Tim Thomas, Rob Dickerson, Robert Dickerson Sr, Toby Dickerson,
Joshua Suarez, Charlie Adams

Mayor Lee called the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence.

Recreation Report

Recreation Commission: Tom Venniro asked the board if anyone recalls the Commission being 10 members. Trustee Gates remembered that former Mayor Bill Carter and former Parma Town Supervisor Rick Lemcke dropped the the requirement to 8 from 10. Recently, one member has tendered his resignation and another member has moved from Parma to Hilton. Larry Speer is interested in joining the Commission.

Resolution to accept the resignation of David Tresholavy, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Resolution to appoint Thomas Ganley to the commission to fill David Tresohlavy's term which will expire in 2021. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Resolution to appoint Larry Speer to the Hilton Parma Recreation Commission, his term to expire in 2023. Motion made by Trustee Fowler, seconded by Trustee Gates. Speer abstained. Motion carried 4-0-1.

Trustee Fowler will remain on the Commission as a liaison.

Joint meeting: Mayor Lee noted the Village will host the next joint meeting with the Town of Parma Board after January 1st.

Code Enforcement Report

Park Square: Mike Lissow reported the owners of Park Square, Barrington Residential, received a variance for placement of a maintenance building. Site Plan Review is required. Mike will schedule a meeting with them, this item will likely be on the January agenda.

52 Underwood Avenue: Mike Lissow explained that two notices have been written by our attorney, there are; a Notice of Violation and a Notice to Vacate. The Notice of Violation was posted by a serving company recommended by Lacy Katzen. This notice gives the homeowner 45 days to make the necessary repairs and work must begin within 5 days once the notice has been posted. This notice was posted on the home, one copy was mailed first class, and another copy was sent certified mail. The homeowner notified Shari Pearce in person that she will be receiving a grant to repair the north side of the roof with plywood and shingles. Mike feels since the trusses are damaged and will not be replaced this will add weight to an unstable roof. Mike stated in his opinion, these repairs are unacceptable. A Notice to Vacate will be issued and court action will be taken thereafter.

650 Lake Avenue: Trustee Gates noted when the property owner made a request in 2017 for a Conceptual Review to possibly build rental units on his property, the Village Board asked that the small garage to the south of the property be removed due to its poor condition. To date, it has not been removed. Mike Lissow will work with the property owner to ensure this is taken care of.

Treasurer's Report

Third quarter sales tax: Maryalice Edwards reported the Village's share is \$382,194.33. This amount is \$11,631 higher than this time last year.

Resolution to authorize the Treasurer to amend the 2019-20 budget to increase the New York State retirement expense by \$690 and decrease contingency by -\$690. Motion made by Trustee Zabelny, seconded by Trustee Gates. Carried unanimously, 5-0.

Increase expense A9010.40	\$690
Decrease expense A1990.40	(\$690)

Resolution to authorize the Treasurer to renew the CD's for 90 days at 1.42% with Canandaigua National Bank. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Public Works Report

Equipment Purchase: Mike McHenry is recommending to purchase a new 2021 International MV Series Chassis from the New York State bid list from Regional International at a cost not to exceed \$115,071.00. Mike is also recommending to purchase a G-S Product 20 yard recycling body from the Onondaga County Contract from Guthrie Sales and Service and a cost not to exceed \$95,894.40. This brings the total vehicle price to \$210,965.40. These are budgeted items.

Resolution to authorize the DPW Superintendent to purchase a 2021 International recycle truck from Regional International at a cost of \$115,071. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Resolution to authorize the DPW Superintendent to purchase GS recycling body from Guthrie Sales at a cost of \$95,894.40. Motion made by Trustee Zabelny, seconded by Trustee Speer. Carried unanimously, 5-0.

Pressure Washer: Mike McHenry reported the 15-year-old pressure washer needed an \$1100 repair, it was determined it was not worth repairing and made an emergency purchase of a 2-year-old pressure washer with 150 hours at a cost of \$3500 from Kepner Equipment. Mike investigated the purchase of a new model; this was more economical. This was not budgeted but was necessary.

Jennejahn Lodge Addition: Mike McHenry held a pre-bid meeting on November 21st with six contractors in attendance. The bid opening is scheduled on December 5th at 1 p.m. at 59 Henry Street, Hilton. Our engineering firm, MRB Group, will review the bids prior to making a recommendation. A special Village Board meeting will be held on December 10th to award the bid. Construction would begin in February 2020.

Personnel: Mike McHenry has received 24 employment applications and has interviewed five candidates. Mike asked two senior employees to sit in on the interviews due to Assistant Superintendent Keith Brown's vacation time. Mike McHenry is recommending hiring Kevin Burritt at a wage of \$15.00 per hour starting on January 2, 2020 as a refuse labor/motor equipment operator.

Training: Mike McHenry reported that two DPW employees, Cody Kelly and Nick Mucci are seeking a training opportunity through Rochester Arc & Flame. There are 10 classes for both MIG and TIG training. The cost is \$495 per person for each class, which runs from January thru March each Tuesday and Thursday evening for a total of \$1980.00. Mike McHenry supports this training.

Resolution to authorize Cody Kelly and Nick Mucci to attend classes at at Rochester Arc & Flame at a cost of \$1980.00, motion made by Trustee Fowler, seconded by Trustee Gates. Carried unanimously, 5-0.

Leaf collection: Employees worked Saturday, November 30th and are caught up. Mike noted they have to be selective as not to cause equipment damage due to ice and snow. He expects to make two more trips through the Village if the weather cooperates.

Sewer camera: Recently, the equipment required a \$4500 repair, the Village's share is approximately \$1500. This is shared equipment with Brockport and Spencerport.

Manager's Report

Community Center staff: Shari Pearce continues to seek someone for evenings and some weekend hours. Jennifer Brown has picked up most hours but there is a need for an additional staff member.

Dance: The owner of LaDanse has asked for a temporary place to store some items from March through May. There is a possibility of offering the Apple Fest room or the records room. Shari will work with the tenant for a solution.

State Audit: Shari explained it has been completed and she is expecting to hear from their office soon. She will report the findings to the board once they are received.

Water: Shari reported the annual collection went very well; the final amount due is \$2351.93. She praised the office for their efforts, especially Debbie Jones.

Health Savings Account: Shari is recommending changes to the distribution of funds for the employees' deductible. Currently, funds are distributed in June and December. She is recommending to deposit the money monthly as follows:

In accordance with Section 802 (A) (4) of the Employee Handbook for health insurance, the Village Board hereby establishes that for calendar year 2020, the Village of Hilton will contribute 80% of the annual deductible amount for active full-time employees. The Treasurer is authorized to deposit the Village's share into the employee's health saving accounts according to the following schedule: Within the first 10 days of each month the Treasurer will deposit the employees pro-rated share of the employers' portion of their health savings dollars. If the employee is in need of the remaining amount of their health savings dollars, the employee must show the Excellus statement indicating they have met the deductible amount prior to the Treasurer depositing the remainder of the health savings dollars.

Resolution to amend the employee handbook to distribute Health Savings Account monies monthly into each employee's health savings account. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 5-0.

Resolution to amend the employee handbook to limit one direct deposit per employee and eliminate paper checks to cash. Motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0. Shari will provide the verbiage at the January meeting.

Sewer Reserve: As discussed at the November 5th meeting, a reserve fund for capital improvements must be established. Fees have been raised over the past ten years and placed in the sewer fund for a future project on the north side of the village. The board agreed to deposit \$300,000 from the existing sewer fund into the "Village of Hilton North Side Sanitary Reserve Fund".

Resolution to establish the "Village of Hilton North Side Sanitary Reserve Fund" to accumulate moneys to fund the cost of a type of capital improvement such as infrastructure and site improvements, the purchase of equipment and materials or any other purpose in connection with the reconstruction and or improvement of the North Side Sanitary Sewer, motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Resolution to approve the 2020 Holiday Schedule as presented. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Holiday	All Departments Closed	Refuse & Recycling
New Year's Day	Wednesday, January 1, 2020	Thursday, January 2nd
Martin L. King	Monday January 20 th	Tuesday, January 21st
Presidents Day	Monday February 17 th	Tuesday, February 18th
Good Friday	Friday, April 10th	Not Applicable
Memorial Day	Monday May 25th	Tuesday, May 26th
Independence Day	Friday, July 3 rd Monday, July 6 th	Not Applicable Tuesday, July 7 th
Labor Day	Monday, September 7th	Tuesday, September 8th
Columbus Day	Monday October 12 th	Tuesday, October 13 th
Veterans Day	Wednesday, November 11th	Thursday, November 12th
Thanksgiving	Thursday November 26th	Wednesday, Nov 25th
	Friday November 27th	Not Applicable
Christmas	Friday, December 25 th	Not Applicable
New Year's Day 2021	Friday, January 1, 2021	Not Applicable

Resolution to amend the employee handbook to distribute the "in lieu of insurance" checks in December and May of each year. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Public Forum 6:00 p.m.

Tim Thomas and Denise O’Toole from St. Leo’s, spoke to the board in response to the denial of their application for rezoning. Mr. Thomas explained that Providence is working on three alternative plans and will be presenting them to the VB in the near future. He stated they were under impression the Village Board was supportive of the idea of senior housing. Trustee Gates explained the board takes rezoning seriously and explained that two requests made by other residents (650 Lave Avenue and 123 Railroad Avenue) had been denied by this board. Mr. Gates further explained that spot zoning (another major concern with the project) was discussed with NYCOM.

Trustee Speer stated he was in favor of saving the former church building known as 171 Lake Avenue and felt the wellness center would be a great thing, the concern he has is stormwater in this area; adding a roof and a parking lot will not help this issue. He stated single story houses do not look massive and the other projects throughout the county are either in the city or a multi-residential area. He stated he lives next to senior housing and they are great neighbors. He would not appreciate a two story building of that size as a neighbor. He recommends giving another look at a single story building.

Trustee Fowler stated he reread his statements from the 11/12/2020 minutes and stands behind that our emergency services do not receive any money from Unity Apartments in Unionville Station, with 74 apartments it takes a toll on the community. Also, he’s done quite a bit of research on spot zoning. He explained that with services provide by the Village, we would be reimbursed through taxes if residential houses go in. Trustee Fowler noted this would change the character of the neighborhood.

It was asked if stipulations could be added to an approval when rezoning. Mike Lissow and Shari Peace will clarify this with NYCOM.

Rev. Rob Dickerson, Robert Dickerson Sr. and Toby Dickerson, Joshua Suarez, Charlie Adams were in attendance for the boys’ Citizenship Merit. They each spoke to the board about their responsibilities as members. A conversation took place explaining the duties and tasks each member takes on, they also discussed the future of the Village.

Vouchers

Resolution to approve the vouchers including: \$21.96 Shari Pearce, \$12.99 Tops, \$602.17 Hilton Napa, \$183.59 Brian Lissow, motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Prepaid	\$ 5,716.28
T&A	\$ 25,689.10
General	\$158,020.83
Water	\$ 50,769.37
Sewer	\$ 41,185.57
Capital	<u>\$ 1,941.00</u>
Total	\$283,322.15

Resolution to approve the meeting minutes of November 5th as presented, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Resolution to approve the meeting minutes of November 12, 2019, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Meeting Dates

Next Special Village Board meeting is December 10, 2019.

Next Village Board meeting is January 7, 2020.

Executive Session

Motion made by Trustee Gates to enter into Executive Session at 7:19 p.m. to discuss a personnel matter, seconded by Trustee Speer.

Resolution to authorize the DPW Superintendent to hire Kevin Burritt as a full time Refuse Laborer/Motor Equipment Operator with at starting pay of \$15.00, employment to begin on January 2, 2020. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried unanimously, 5-0.

Adjournment

Trustee Zabelny made a motion to adjourn at 7:45 p.m., seconded by Trustee Speer. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter
Deputy Clerk